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N.Y. City - Education Public
BY-LAWS AND GENERAL RULES

AND

1797 **REGULATIONS**

OF THE

Board of Education

OF THE

CITY AND COUNTY OF NEW-YORK.

AMENDED DECEMBER 29, 1858.

N.Y. City Education Board.

JANUARY, 1859.

New-York:

PUDNEY & RUSSELL, PRINTERS

No. 79 JOHN-STREET.

1859.

1797

N.Y. City - Education (Public)
BY-LAWS AND GENERAL RULES

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1797



BOARD OF EDUCATION.

1859.

PRESIDENT,
RICHARD WARREN.

THOMAS BOESE,

Clerk.

MYRON FINCH,

Deputy.

WARD.

1. JOHN O'GRADY, Jr.,
CHARLES MCCAY.
2. JARED A. TIMPSON,
JAMES WATSON.
3. HUGH G. CROZIER,
ROBERT S. GOULD.
4. THOMAS FITZGERALD,
CHARLES J. DOUGHERTY.
5. JAMES M. TUTHILL,
WILLIAM B. EAGER, Jr.
6. RICHARD BARRY,
MICHAEL BEGG.
7. DANIEL COGER,
WILLIAM D. ANDREWS.
8. WILLIAM BLOOMFIELD,
WILLIAM TUCKER.
9. CHAS. E. GILDERSLEVE,
JAMES W. FARR.
10. DANIEL SLOTE,
JOEL W. MASON.
11. GEORGE WHITE,
CHRISTIAN METZGAR.

WARD.

12. ABRAHAM V. WILLIAMS,
ROBERT O. GLOVER.
13. ADONIJAH H. BRUMMELL,
ALONZO G. REYNOLDS.
14. ANDREW L. BYRNE,
ANDREW H. GREEN.
15. RICHARD WARREN,
ERASTUS C. BENEDICT.
16. ROBERT A. ADAMS,
WILLIAM B. STAFFORD.
17. JAMES CUSHING, Jr.,
SAMUEL CANTRELL.
18. WILLIAM E. CURTIS,
JAMES FAIRMAN.
19. HUGH MCCABE,
TERRENCE FARLEY.
20. OLIVER H. LEE,
NELSON J. WATERBURY.
21. LAFAYETTE RANNEY,
JOHN DAVENPORT.
22. JOHN O'KEEFE,
JAMES MARRINER.



STANDING COMMITTEES

OF THE

BOARD OF EDUCATION.

1859.

1.—*Executive Committee on Free Academy.*

Mr. Williams,	Mr. Tuthill,
Mr. Bloomfield,	Mr. Curtis,
Mr. Adams,	Mr. Crozier,
Mr. Ranney.	

2.—*Executive Committee on Evening Schools.*

Mr. Gildersleve,	Mr. Timpson,
Mr. White,	Mr. Slote,
Mr. Marriner,	Mr. Byrne,
Mr. Farley.	

3.—*Executive Committee on Normal Schools.*

Mr. Eager,	Mr. O'Keefe,
Mr. Dougherty,	Mr. Farr,
Mr. Mason,	Mr. Stafford,
Mr. O'Grady.	

4.—*Committee on the Annual Report.*

Mr. Green,	Mr. Cogger,
Mr. Brummell,	Mr. O'Keefe,
Mr. Crozier.	

5.—*Finance Committee.*

Mr. Cushing,	Mr. Glover,
Mr. Fairman,	Mr. Tucker,
Mr. Cogger.	

6.—*Committee on New Schools.*

Mr. Tucker,	Mr. Davenport,
Mr. Lee,	Mr. Watson,
Mr. Waterbury.	

7.—*Committee on Sites and School-Houses.*

Mr. Tuthill,	Mr. Adams,
Mr. Timpson,	Mr. Farley,
Mr. Gould.	

8.—*Committee on School Furniture.*

Mr. Cantrell,	Mr. Mason,
Mr. Glover,	Mr. Byrne,
Mr. Metzgar.	

9.—*Committee on Warming and Ventilation.*

Mr. Lee,	Mr. Eager,
Mr. Green,	Mr. Benedict,
Mr. Davenport.	

10.—*Committee on Repairs.*

Mr. Cogger,	Mr. Tucker,
Mr. Reynolds,	Mr. O'Keefe,
Mr. Metzgar.	

11.—*Committee on Supplies.*

Mr. Davenport,	Mr. Lee,
Mr. Cushing,	Mr. Slote,
Mr. Curtis.	

12.—*Auditing Committee.*

Mr. Andrews,	Mr. Stafford,
Mr. Brummell,	Mr. Dougherty,
Mr. Crozier.	

13.—*Committee on By-Laws, Rules and Regulations.*

Mr. Adams,	Mr. Waterbury,
Mr. Curtis,	Mr. Andrews,
Mr. Marriner.	

14.—*Committee on Elections and Qualifications.*

Mr. Stafford,	Mr. Barry,
Mr. McCabe,	Mr. Andrews,
Mr. Fitzgerald.	

15.—*Committee on Correspondence.*

Mr. Byrne,	Mr. Farr,
Mr. Watson,	Mr. White,
Mr. Begg.	

16.—*Committee on Course of Studies and School Books.*

Mr. Ranney,	Mr. Eager,
Mr. Williams,	Mr. Bloomfield,
Mr. Benedict.	

17.—*Committee on Teachers.*

Mr. Fairman,	Mr. Gildersleve,
Mr. Ranney,	Mr. McCabe,
Mr. Gould.	

18.—*Committee on Salaries and Offices.*

Mr. Mason,	Mr. O'Grady,
Mr. Watson,	Mr. Cantrell,
Mr. Reynolds.	

19.—*Committee on Libraries.*

Mr. Waterbury,	Mr. Green,
Mr. Dougherty,	Mr. Timpson,
Mr. Williams.	

20.—*Committee on Free Scholarships.*

Mr. Brummell,	Mr. Farley,
Mr. Fitzgerald,	Mr. McCabe,
Mr. Barry.	

21.—Committee on Printing.

Mr. Farr, Mr. Marriner,
Mr. Fairman, Mr. Slote,
Mr. Gildersleve.

22.—Committee on Annual Estimate and Apportionment.

Mr. Benedict, Mr. O'Grady,
Mr. Begg, Mr. Gould,
 Mr. McCay.

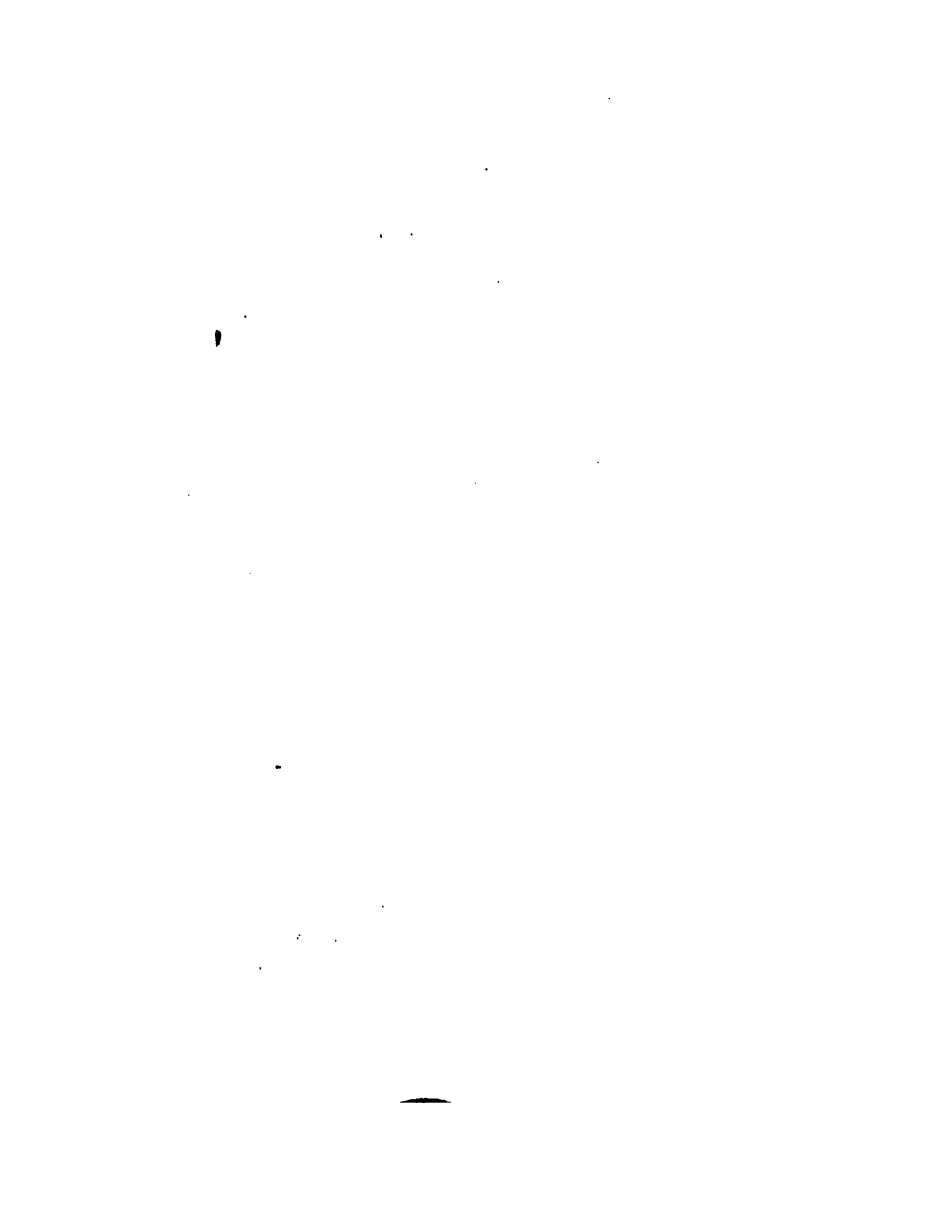
HALL OF THE BOARD OF EDUCATION, CORNER OF GRAND AND ELM STREETS.

CLERK'S OFFICE, first floor,.....Room No. 1.
CITY SUPERINTENDENT'S OFFICE,.....Room No. 2.
PRESIDENT'S OFFICE,Room No. 3.
OFFICE FOR COMMITTEE MEETINGS,.....Room No. 4.
JANITOR'S APARTMENT,.....Room No. 5.
DEPOSITORY,.....Basement story.
SESSION ROOM,.....Second story.
NORMAL SCHOOLS,.....3d and 4th stories.

THOMAS BOESE, CLERK,.....20 Spring-Street.
MYRON FINCH, Deputy Clerk,.....134 West 47th-Street.
WILLIAM F. CLARKE, Finance Clerk,.....22 Grove-Street.
THOMAS T. BENNETT, Recording Clerk,.....221 Sixth-Street.
JOHN G. WHITE, Messenger,.....267 Fifth-Street.
CHARLES E. PIERCE, Depository,.....117 Ludlow-Street.
CHARLES H. GILBERT, Assistant,.....87 Greenwich-Ave.
EDWIN COE, Assistant,.....287 Elizabeth-Street.
JOHN KILLALLEN, Porter,.....208 Elm-Street.
CHARLES REILLY, Janitor,.....On the premises.

SAMUEL S. BANDALL, City Superintendent of Schools,
143 Lexington Ave.
HENRY KIDDLE, Assistant,.....190 East 19th-Street.
SAMUEL W. SETON, ".....37 Irving Place.
WILLIAM JONES, JR., ".....36 Orchard-Street.
JOSEPH E. BELL, Messenger,.....27 Essex-Street.

AMNON MACVEY, Superintendent of School Buildings,
523 Greenwich-Street.
OFFICE AND WORKSHOP,.....94 Crosby-Street.
JOHN E. WHITE, Inspector of Fuel,.....43 Avenue C.
Office, 204 Front-Street.



BY-LAWS

AND

GENERAL RULES AND REGULATIONS OF THE BOARD OF EDUCATION.

ARTICLE I.—*Meetings.*

§ 1. All meetings of the Board of Education shall be held at the Hall of the Board, unless otherwise ordered by the Board.

§ 2. Stated meetings shall be held on the second and third Wednesdays in January, the first Wednesday in August, and the first and third Wednesdays in every other month. Other meetings shall be held by adjournment, on the call of the President, or on the written requisition of five members: provided, however, that the notices to members of the Board for such other meetings, held on the call of the President, or the written requisition of five members, shall *distinctly state the special matter or matters to*

be presented to the Board for its consideration at such meetings, and such special matter or matters shall be considered immediately after the reading of the minutes; no other than such special matter shall be considered at such meetings, except by the consent of two thirds of the members present.

§ 3. The hour of meeting shall be five o'clock in the afternoon. If a quorum shall not be present at fifteen minutes past five o'clock, the Board shall be declared to be adjourned until the day of the next regular meeting.

§ 4. A majority of the whole number of the Board shall be necessary to a quorum.

§ 5. The Clerk shall cause a book to be kept, in which shall be entered the service upon members of notice of the meetings of the Board and its Committees; specifying, in each case, whether the service was personal, or in what other manner, and verified by the initials of the person making the service.

ARTICLE 2.—*Officers.*

§ 6. The Officers of the Board shall be as follows:

1. A President.

2. A Clerk, a Deputy-Clerk, and as many assistants as the Board may direct; all of whom *shall be* under the direction of the Clerk.

3. A City Superintendent of Schools, and one or more Assistant Superintendents.

4. A Superintendent of School Buildings.

§ 7. The President shall hold his office until the first day of January next after his election. The City Superintendent of Schools, and the Assistant Superintendents, shall each be chosen for a term of two years. All other officers shall serve during the pleasure of the Board.

§ 8. All Officers, except the President, shall continue in office until their successors are chosen and qualified, unless sooner removed by the Board.

ARTICLE 3.—*Elections.*

§ 9. The President, the Clerk, the City Superintendent of Schools, the Assistant Superintendents, the Superintendents of School Buildings, the several Executive Committees, and the Finance Committee, shall be chosen by ballot. Other elections shall also be by ballot, in case the number of persons in nomination is greater than the number to be chosen. All elections by the Board shall be made at stated meetings, and the votes of a majority of all the members present shall be necessary to a choice.

§ 10. The Clerk shall procure from the Clerk of the city and county of New-York, as soon after each election for School Officers as practicable, a certified report of the persons chosen,

which report shall be presented to the Board at its first meeting in December, and shall be entered at length in its minutes; and the Clerk shall immediately thereafter cause each person whose name is included in such report, to be served with a written notice, that unless he takes the constitutional oath of office, before the Clerk of the Board of Education, within fifteen days after the first day of January next ensuing, the office to which he is elected will, from and after the expiration of the said fifteen days, be vacant; and the Clerk shall enter the date and manner of the service in the book required to be kept by the fifth section of the first article.

§ 11. The Clerk shall deliver to the Clerk of the Common Council, at least fifteen days previous to each election, a list of the School Officers to be chosen thereat; specifying which are to be elected for full terms, and which to fill vacancies; and also if two or more trustees are to be chosen in any Ward to fill vacancies, the number of years which each will be entitled to serve.

§ 12. Nominations by School Officers to fill vacancies in their number, shall be in writing, signed by a majority of the whole number for the Ward in office, and shall state that the nomination was agreed to at a meeting of the Board of School Officers, at which a majority of the whole number in office were present.

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§ 13. Every vacancy in a school office shall be filled at a meeting of this Board subsequent to the one at which the nomination is presented.

§ 14. Every question touching the election or qualification of a member of this Board, and all nominations to fill vacancies in school offices, shall be referred to the Committee on Elections and Qualifications, who shall report thereon at or before the next stated meeting of the Board.

ARTICLE 4.—*Resignations and Removals.*

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§ 15. A School Officer may resign his office by a written communication to the Board of School Officers of the Ward; and the letter of resignation shall be filed with the Clerk of this Board, previous to any appointment to fill the vacancy.

§ 16. No person shall be removed from office, except as otherwise provided in this Article, unless by the vote of a majority of all the persons entitled to vote on the question.

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§ 17. In case any person elected or appointed as a School Officer, shall omit to take and subscribe before the Clerk the oath prescribed by the Constitution of the State within fifteen days after the commencement of the term for which he is elected, or from the time of his appointment, the Clerk shall notify the School Officers

which report shall be presented to the Board at its first meeting in December, and shall be entered at length in its minutes; and the Clerk shall immediately thereafter cause each person whose name is included in such report, to be served with a written notice, that unless he takes the constitutional oath of office, before the Clerk of the Board of Education, within fifteen days after the first day of January next ensuing, the office to which he is elected will, from and after the expiration of the said fifteen days, be vacant; and the Clerk shall enter the date and manner of the service in the book required to be kept by the fifth section of the first article.

§ 11. The Clerk shall deliver to the Clerk of the Common Council, at least fifteen days previous to each election, a list of the School Officers to be chosen thereat; specifying which are to be elected for full terms, and which to fill vacancies; and also if two or more trustees are to be chosen in any Ward to fill vacancies, the number of years which each will be entitled to serve.

§ 12. Nominations by School Officers to fill vacancies in their number, shall be in writing, signed by a majority of the whole number for the Ward in office, and shall state that the nomination was agreed to at a meeting of the Board of School Officers, at which a majority of the whole number in office were present.

§ 13. Every vacancy in a school office shall be filled at a meeting of this Board subsequent to the one at which the nomination is presented.

§ 14. Every question touching the election or qualification of a member of this Board, and all nominations to fill vacancies in school offices, shall be referred to the Committee on Elections and Qualifications, who shall report thereon at or before the next stated meeting of the Board.

ARTICLE 4.—*Resignations and Removals.*

§ 15. A School Officer may resign his office by a written communication to the Board of School Officers of the Ward; and the letter of resignation shall be filed with the Clerk of this Board, previous to any appointment to fill the vacancy.

§ 16. No person shall be removed from office, except as otherwise provided in this Article, unless by the vote of a majority of all the persons entitled to vote on the question.

§ 17. In case any person elected or appointed as a School Officer, shall omit to take and subscribe before the Clerk the oath prescribed by the Constitution of the State within fifteen days after the commencement of the term for which he is elected, or from the time of his appointment, the Clerk shall notify the School Officers

of the Ward that the office is vacant by reason of such omission.

§ 18. If the seat of a Trustee shall be declared vacant by the Board of Trustees of the Ward by reason of his omission to attend three successive stated meetings of the Board, no appointment shall be made to fill the vacancy, until a copy of the resolution of the Board of Trustees declaring the vacancy and the cause, has been filed in the office of the Clerk of this Board.

ARTICLE 5.—*Committees.*

§ 19. There shall be the following Standing Committees:

1. An Executive Committee on the Academy.
2. An Executive Committee on New Schools.
3. An Executive Committee on Existing Schools.
4. A Committee on the Annual Report.
5. A Finance Committee.
6. A Committee on New Schools.
7. A Committee on Sites and School-Houses.
8. A Committee on School Furniture.
9. A Committee on Warming and Ventilation.
10. A Committee on Repairs.
11. A Committee on Supplies.
12. An Auditing Committee.

13. A Committee on By-Laws, Rules and Regulations.

14. A Committee on Elections and Qualifications.

15. A Committee on Correspondence.

16. A Committee on Course of Studies and School Books.

17. A Committee on Teachers.

18. A Committee on Salaries and Offices.

19. A Committee on Libraries.

20. A Committee on Free Scholarships.

21. A Committee on Printing.

22. A Committee on Annual Estimate and Apportionment.

§ 20. The Executive Committees shall consist of seven members each ; all other committees of five members each, a majority of whom shall be necessary to a quorum.

§ 21. The Executive and Finance Committees shall be elected by the Board, and all other committees shall be appointed by the President, unless otherwise ordered by the Board.

§ 22. The Standing Committees shall be appointed annually, at the first meeting in January, or as soon thereafter as practicable.

§ 23. Any member of a Committee omitting to attend three successive meetings thereof, shall

cease to be a member, unless re-appointed by the Board.

§ 24. Every report shall be signed by a majority of the Committee, and shall contain a statement of facts, with their opinion in writing; and no report shall be made by a Committee unless the subject thereof shall have been considered at a meeting of which all the members had been notified. When the report of the Committee is made, a minority of the Committee may also present their views in writing.

§ 25. When a subject involving an appropriation for the payment of a claim for work or materials previously done or furnished, shall be referred, the Committee shall require proof of the correctness thereof.

§ 26. Each Standing Committee shall keep minutes in writing of its proceedings, including the names of the members present, which shall be recorded by the Clerk of the Board, in a book to be kept by him for the purpose.

ARTICLE 6.—*Clerk's Office.*

§ 27. The Clerk shall keep the accounts of the expenditures for support of the Free Academy, the Normal Schools, the Evening Schools, and the Day Schools, and for the several departments, respectively, in such manner as to show

separately the amounts expended on account of each, for salaries, supplies, repairs, rents, articles furnished from the Depository, and other items.

§ 28. The Clerk shall, as soon as practicable after the expiration of each quarter, submit to the Board a printed statement exhibiting the amounts of the several kinds of expenditure for the Free Academy, and each school and department, except that the statement for the Evening Schools shall be submitted at the close of each term.

§ 29. In keeping the accounts, and making the returns above required, the clerk shall debit each school and department with the cost of all books and other supplies furnished from the Depository.

§ 30. The Clerk shall also keep an account, showing the aggregate expenditures of each Ward in the several items specified in the first section.

§ 31. It shall be the duty of the Clerk of this Board, to examine and audit all pay rolls for teachers' salaries and other bills, and to certify upon the same, before payment, that the same are in conformity with the By-Laws and Regulations of this Board.

ARTICLE 7.—*Payments.*

§ 32. The principal of the Free Academy, of each Normal School, and of the highest Male

School in any school-building, for his own school the other schools in the same building, and such Primary and Female Schools as shall be assigned to his charge for that purpose by the Board of Trustees of the Ward, shall prepare monthly pay rolls for the teachers and janitors employed therein. Each pay-roll shall embrace the name of the persons included therein, the number of days for which they are entitled to pay, and the rates; the amounts to be paid to them severally with blanks for their signatures in acknowledgment of the receipt thereof, and the total amount of the payments. It shall be delivered to the Chairman of the appropriate Board or Committee, on or before the first day of the next ensuing month, and shall be certified and audited by the proper officers, and filed with the Clerk of this Board, within five days thereafter. The Clerk shall thereupon examine the pay-roll, and on or before the second Saturday in the same month, deliver a warrant for the correct amount to the principal, who shall proceed forthwith to make the payments; and such pay-roll, with the payments vouched by the signatures of the persons to whom they have been made, and a report by the principal whether the amounts have in all cases been truly paid without deduction, shall be filed with the Clerk of this Board on or before the third Saturday in the month.

§ 33. The Clerk of this Board shall prepare similar pay-rolls for all other salaries and wages and submit the same to the Auditing Committee on or before the first day of the month. The

Committee shall audit the pay-roll within five days thereafter; and the Clerk, on or before the second Saturday in the month, shall make the payments and file the pay-roll with vouchers like those required in case of payments to teachers.

§ 34. Other payments shall be made by the clerk on the first and fifteenth days of every month, unless a different time for the payment is provided by a written contract made under the authority of this Board. But no bill shall be paid, unless it shall have been left with the Clerk, properly certified and audited, at least one week before the pay-day. Nor shall any bill be paid, unless it be duly certified to have been passed at a meeting of the proper Board of School Officers or Committee of this Board, at which a quorum was present.

§ 35. No payment shall in any case be made, except in pursuance of an appropriation.

§ 36. Any person having a demand against School Officers may leave his bill with the Clerk of this Board, who shall deliver such bills, weekly, to the chairman of the Boards and Committees by which they must be certified.

§ 37. Pay-rolls, as hereinbefore provided in Section 1 of this Article, shall be prepared by the principal of each Evening School, at the end of each term of such schools, and presented to the Chairman of the Executive Committee on

School in any school-building, for his own school, the other schools in the same building, and such Primary and Female Schools as shall be assigned to his charge for that purpose by the Board of Trustees of the Ward, shall prepare monthly pay-rolls for the teachers and janitors employed therein. Each pay-roll shall embrace the names of the persons included therein, the number of days for which they are entitled to pay, and the rates; the amounts to be paid to them severally, with blanks for their signatures in acknowledgment of the receipt thereof, and the total amount of the payments. It shall be delivered to the Chairman of the appropriate Board or Committee, on or before the first day of the next ensuing month, and shall be certified and audited by the proper officers, and filed with the Clerk of this Board, within five days thereafter. The Clerk shall thereupon examine the pay-roll, and, on or before the second Saturday in the same month, deliver a warrant for the correct amount to the principal, who shall proceed forthwith to make the payments; and such pay-roll, with the payments vouched by the signatures of the persons to whom they have been made, and a report by the principal whether the amounts have in all cases been truly paid without deduction, shall be filed with the Clerk of this Board on or before the third Saturday in the month.

§ 33. The Clerk of this Board shall prepare similar pay-rolls for all other salaries and wages, and submit the same to the Auditing Committee on or before the first day of the month. The

Committee shall audit the pay-roll within five days thereafter ; and the Clerk, on or before the second Saturday in the month, shall make the payments and file the pay-roll with vouchers like those required in case of payments to teachers.

§ 34. Other payments shall be made by the Clerk on the first and fifteenth days of every month, unless a different time for the payment is provided by a written contract made under the authority of this Board. But no bill shall be paid, unless it shall have been left with the Clerk, properly certified and audited, at least one week before the pay-day. Nor shall any bill be paid, unless it be duly certified to have been passed at a meeting of the proper Board of School Officers or Committee of this Board, at which a quorum was present.

§ 35. No payment shall in any case be made, except in pursuance of an appropriation.

§ 36. Any person having a demand against School Officers may leave his bill with the Clerk of this Board, who shall deliver such bills, weekly, to the chairman of the Boards and Committees by which they must be certified.

§ 37. Pay-rolls, as hereinbefore provided in section 1 of this Article, shall be prepared by the principal of each Evening School, at the end of each term of such schools, and presented to the Chairman of the Executive Committee on

Evening Schools, which Committee shall audit the same, and within five days thereafter file the same with the Clerk of this Board, who shall examine and pay the same, within five days thereafter, as other teachers' pay-rolls are to be examined and paid : Provided, however, that the principal of the male department of each Evening School shall prepare and present the pay-roll for all teachers of Evening Schools employed in the same building with himself.

ARTICLE 8.—*Teachers.*

§ 38. The rules and regulations under which the Trustees of the several wards shall contract and employ teachers and janitors are hereby established as follows ; and the same shall also apply to all cases of teachers employed in the Free Academy and in the Normal and Evening Schools :

1. No teacher shall be employed in any Ward School who shall not have, at any time of such employment, the requisite license or certificate of qualification, or who is within four degrees of relationship, either by blood or marriage, to any School Officer entitled to act upon the question of the employment or payment of such teacher ; but this provision shall not be construed to prohibit the continuance of a teacher legally in office, as such, who is related to any School Officer already elected or appointed.

2. Upon the employment or increase of the *salary of a teacher or janitor*, the Board of Trus-

res or Committee shall file with the Clerk a copy of the resolution authorizing the same, certified by its Chairman and Secretary, to have been adopted at a meeting thereof at which a quorum was present.

3. The salaries of teachers shall commence at the times they respectively enter upon their duties.

4. No retrospective increase of salary shall in any case be allowed.

5. No teacher absent from duty during a session shall be paid for that day's service, unless the absence shall be excused by the Board of Trustees, or by the Committee of this Board, under whom the teacher is employed.

6. No leave of absence on pay for a longer period than one month shall be valid, unless confirmed by this Board.

7. It shall be the duty of every principal to keep a register of the attendance of teachers, in which shall be entered daily the time of the arrival and departure of each teacher, and every absence from duty, with the reason for such absence.

8. A report of all absences of teachers from duty, specifying the case in which the absences have been excused, as above provided, shall be made by the principal of each department, and annexed to every pay-roll.

9. It shall be the duty of every teacher to occupy the whole of each school session in the purposes of instruction, or the making of entries necessary to be made at the time.

10. No teacher shall make or contribute towards any gift to a school officer or superintendent; nor shall money or other thing be, in any case, collected or taken from a pupil for the purpose of presenting a gift or testimonial to a teacher, school officer, or superintendent, or for any other purpose, unless the same shall be for the sole benefit of the pupils, and previously sanctioned by the proper Board of Trustees, or by this Board.

11. Every principal shall report to the proper Board of Trustees, or to this Board, all violations by teachers of the rules and regulations of this Board of which the principal may be cognizant; and each report of absences annexed to a pay-roll shall contain an allegation that the principal has duly reported each case of the violation by a teacher included in the pay-roll, of the rules and regulations of this Board.

ARTICLE 9.—*Superintendents of Schools.*

§ 39. The office of the City Superintendent of Schools shall be in the Hall of the Board of Education.

§ 40. It shall be the duty of each Assistant Superintendent, under the direction of the City Superintendent, to visit and examine schools, to assist in the examination of teachers, and to perform such other service as the City Superintendent may require, in his aid, in the several duties devolved on him by law, or by the regulations of this Board.

§ 41. The City Superintendent shall grant certificates of qualification to teachers in the form prescribed by this Board, inserting in each certificate the grade in which the teacher is to be employed, and shall keep in his office, in a book prepared for that purpose, a record of the name of each person receiving such certificate, with the grade in which such person may by such certificate be employed as teacher.

ARTICLE 10.—*Duties of Committees.*

§ 42. It shall be the duty of the Finance Committee to submit to the Board, at its first meeting in every month, an estimate of the amount which will be required from the City Treasury on the first of the next month; and the balance or deficiency which may result from any difference between said estimate and the actual drafts, shall be carried into the estimate for the next month.

§ 43. The Auditing Committee shall examine, audit, and certify all bills for incidental expenses, and report thereon to the Board of Education; and on the approval of such report, the bills shall be paid by the President and Clerk, as required by law, and it shall be their duty to examine the accounts in the Clerk's office, and report thereon semi-annually, or oftener, if necessary. All reports of this Committee shall be printed.

§ 44. The Committee on Sites and School Houses :

To this Committee shall be referred all plans and estimates for building school-houses ; and no new school-house shall be erected until the plans and specifications thereof have been considered by this Committee, and approved by the Board.

§ 45. The Committee on the Warming and Ventilation of School-Houses, shall make themselves acquainted with the best method of warming and ventilating school-houses, by correspondence with the school organizations of other cities, either directly or through the City Superintendent ; and it shall be their duty to recommend to this Board plans and apparatus for warming and ventilating each school before any new appropriation shall be made for that purpose.

§ 46. The Committee to prepare the Annual Report :

It shall be the duty of this Committee to prepare the Annual Report and present it to the Board, in conformity with sub-division 10, of section 2, of the School Laws of 1851, relative to the powers and duties of this Board ; and they shall include in such report the plans of all new school-buildings erected during the year.

§ 47. The Committee on the Annual Estimate shall report on or before the first meeting in October, the probable amount required to be raised during the year, for the purposes of meeting the current annual expenses of Common School instruction ; which report shall be printed.

§ 48. It shall be the duty of the Printing Committee to advertise for estimates for the printing and binding of the books, journals, and documents of the Board. The specifications to require, and the estimates to state, the price for composition per thousand ems, and the price for press-work per token ; and the paper for such documents to be of uniform quality, to be furnished under the same contract at so much per ream. Such estimates to be reported to the Board, and the Committee, when authorized, to contract for the printing and binding of the same.

§ 49. The usual number to be printed, of any document, shall be five hundred copies, unless otherwise ordered by the Board.

§ 50. No Committee of this Board shall incur any liability, unless an appropriation to cover the same shall have been first made by resolution of this Board.

§ 51. All other committees shall report the matters referred to them by the Board, and shall report *the facts* as well as their conclusions from

them. It shall be a privileged motion to instruct any Committee to report by a certain day.

ARTICLE 11.—*Applications.*

§ 52. All applications for alterations or repairs on school premises shall be made to the Board of Education, in writing, and signed by a majority of the School Officers making the same, before the work is contracted for or entered upon, and shall, with reasonable detail, state the nature and extent of the alteration, and the time and expense necessary to complete the same; and no money shall be paid by the Board of Education for the purchase of any school site, or for any additions thereto, or for the erection, fitting up, repairs, alterations, or improvements of any school-building, or the furnishing thereof, where the expense shall exceed the sum of two hundred dollars, unless a statement in writing shall have been presented to the Board of Education, together with a copy of the working drawings, plans, and specifications of the work to be done, or improvement proposed to be made, shall have been duly filed with and approved by the Board of Education, and an appropriation shall have been made therefor by the said Board, and the title to said property vested in the Mayor, Aldermen, and Commonalty of the city of New-York.

ARTICLE 12.—*Apportionment.*

§ 53. Before the school moneys, apportioned to any school, shall be paid, the Trustees, Mana-

gers or Directors thereof, shall furnish, in writing, to the Board of Education, a detailed statement, showing the names and salaries of all teachers in such school, the amount necessarily expended annually for books and stationery for such schools—for rent of school premises—for fuel—for labor and any other items of necessary legal expenses, to the end that the Board of Education may authorize the payment of only such sums as shall be sufficient to provide for such necessary and legal expenses; and in case of any deficiency in the sums so apportioned to meet the necessary and legal expenses of public education in any schools, the Trustees, Managers and Directors of such school shall apply to the Common Council to supply such deficiency; and before the Board of Education shall certify to the Common Council the cause of such deficiency, and that the same was unavoidable, the Trustees, Managers, and Directors of such school shall furnish to the Board of Education a full and detailed statement of all the expenses to which the sums apportioned and paid to such schools have been applied, and otherwise, if necessary, satisfy the Board that the said deficiency was unavoidable.

ARTICLE 13.—*Vacations.*

§ 54. The following holidays and vacations shall be granted to the Schools, viz.: Every Saturday throughout the year; the day celebrated as the anniversary of American Independence; *Thanksgiving Day*; the first day of May; the

twenty-fifth day of December, New-Year's Day, and the intermediate days ; and the interval between the last Friday of July and the first Monday in September. No other holidays or vacations shall be allowed, except by a special vote of the Board. The President of the Board, however, shall have authority to suspend the schools in case of any sudden emergency, but his action in the matter shall be submitted to the Board, for their approval, at the earliest opportunity.

This By-Law shall not prevent the School Officers of a Ward from closing the schools, upon a particular occasion, for a single day, if they think it necessary.

The school on Randall's Island is excepted from the effects of this By-Law, and its sessions will continue as heretofore.

ARTICLE 14.—*Annual Report.*

§ 55. The Annual Report required by law of the Trustees, Managers and Directors of Schools, shall be made in conformity with the following ; blanks for which shall be provided by the Board of Education :

REPORT

Of the _____ to the Board of Education
of the city of New-York, in pursuance of the 4th
subdivision of section 10 of chapter 386 of the

Laws of 1851, for the year ending January 1st, 18 .

1st. The whole number of schools within the jurisdiction of the said and the length of time each school has been kept open, is as follows, to wit :

for Males, which ha	been kept open
for Females, “	“ “
for Primary, “	“ “

The name and character of each will be found described in subdivision 5 of this Report.

2d. The whole number of Scholars over four, and under twenty-one years of age, which were taught in the during the year preceding the first day of January, 18 , is

3d. The average number that have actually attended the school of during the year preceding the first day of January, 18 , obtained in the manner prescribed by law, is and for this, reference is made to the attested certificates of the teachers submitted herewith.

4th. Detailed statement of the amount of moneys received for the said schools respectively, during the last year, from the Chamberlain of the City, is \$

5th. Detailed statement of the purposes for, and the manner in which, the same has been expended for each of the following Schools, dividing pro rata to each School such expenses as are necessarily included in the aggregate sum for more than one School, as follows :

For School Books,
“ Stationery,

For Fuel,
 " Other supplies,
 " Cleaning,
 " Ordinary repairs,
 " Extraordinary repairs.

To each of the following named teachers, to wit:

6th. The particular account of the state of each School under the care of _____
 as follows:

7th. The titles of all Books used.

8th. The outstanding liabilities.

And on account of which School, as follows to wit:

9th. Particular account of the property and affairs of each School under the care of _____
 is as follows:

FIRST—OF THE REAL ESTATE.

Size of the lot.

In whom is the title vested.

Character and size of the School Building.

Its cost.

When built.

SECOND—OF THE PERSONAL PROPERTY.

Library.

School Books.

Maps.

Globes.

Philosophical apparatus.

Objects of Natural History.

Whence derived.

ARTICLE 15,—*Miscellaneous.*

§. 56. No pupil will be allowed to attend any of the Schools, unless residing in the city of New-York.

§ 57. All appropriations for the establishment of new schools, the purchase or leasing of any real estate, or for the erection of any school-house, shall require a majority of the votes of all the members elected to the Board of Education.

§ 58. The Clerk shall cause every Commissioner to be personally notified in writing of all the meetings of the Board, which notice shall be accompanied by a copy of that clause of the School Law which provides for declaring the office of a Commissioner vacant for non-attendance. It shall also be the duty of the Clerk to notify the Chairman of each Committee of the Board of the fact of any reference made to such Committee by the Board, and transmit to such Chairman, or to the Committee at its first meeting thereafter, the subject matters referred, as the same were presented to the Board.

§ 59. Any Board of Ward Officers, Inspectors or Trustees, may, in writing, recommend to the Board of Education any changes in or additions to the General Rules and Regulations.

§ 60. No By-Law, or General Rule and Regulation, shall be altered or adopted, without the

report of a standing or select Committee thereon after reference to this Board.

ARTICLE 16.

For the Care, Government and Management of the Free Academy.

§ 61. The Executive Committee for the care, government, and management of the Free Academy, shall have, under the direction and By-Laws of the Board, the special care, government and management of the Academy, and the charge of its buildings and property, and shall order the purchase, by the Clerk of the Board, of such articles of books, stationery and supplies, and make such repairs, as may be necessary, and they shall make such rules to secure economy and accountability, and to regulate the management of the Institution, as may be necessary, and shall recommend to this Board, for its adoption, such by-laws for the government and management of the Institution as they may deem requisite. They shall examine the books and reports, and inquire into the progress of the students, and the character of the discipline administered; and on or before the second Wednesday of January in each year, shall prepare and present to the Board the Annual Report required by the 7th subdivision of the 3d section of the School Law of 1851.

§ 62. The Principal of the Free Academy *shall* have the immediate supervision and management of the Free Academy, and of the gov-

ernment therein, under the by-laws and regulations of the Board of Education and Executive Committee. He shall see that the rules and discipline are enforced steadily and strictly. All delinquencies and misconduct shall be reported to him by the Professors and Tutors; and all punishment shall be imposed by his direction, and shall be recorded, together with abstracts of the merit rolls, in the books of the Institution. He shall keep a full record of the absence of the instructors from any of their duties, and report the same, with the cause, to the Executive Committee, monthly. One of the Faculty shall be appointed Vice-Principal by this Board; and in the absence of the Principal, or while he is engaged in instruction, the Vice-Principal, and in the absence of both, the oldest other member of the Faculty, in the order of academic seniority in attendance, shall perform the duties of Principal.

Organization of the Free Academy.

DEPART- MENTS.	SUBJECTS.	COLLAT SUBJEC
<i>Philoso- phies.</i>	- Moral Philosophy. - Intellectual Philosophy. - Political Philosophy.	
<i>English Language.</i>	English Language and Literature, Comprising General Grammar, English Grammar, Etymology, Synonymy, Composition.	
<i>Ancient Languages.</i>	- Latin Language and Literature. - Greek Language and Literature.	
<i>Modern Languages.</i>	- French Language and Literature. - German Language and Literature. - Spanish Language and Literature.	
<i>History and Belles- Lettres.</i>	- History. - Composition, Rhetoric, Oratory.	
<i>Pure Mathe- matics.</i>	- Algebra. - Geometry. - Trigonometry and its Applica- tions. - Analytical Geometry. - Descriptive Geometry. - Differential and Integral Calcu- lus.	Drawing
<i>Mixed Mathe- matics.</i>	- Analytical Mechanics. - Acoustics. - Optics. - Astronomy. - Civil Engineering.	
<i>Physical Sciences.</i>	<i>Physics.</i> - Light—Heat. - Electricity—Magnet- ism. - Electro-magnetism. <i>Chemistry.</i> - Inorganic—Organic. - Physiological. - Agricultural.	- Natural History. - Physiol. - Anatom - Hygien

§ 63. The above named subjects shall be taught in the Free Academy by the following Academic Officers :

The Principal, who shall be Professor of Moral, Intellectual, and Political Philosophy.

A Professor of English Language and Literature.

A Professor of the Latin and Greek Languages and Literatures.

A Professor of French Language and Literature.

A Professor of German Language and Literature.

A Professor of Spanish Language and Literature.

A Professor of History and Belle-Lettres.

A Professor of Pure Mathematics.

A Professor of Mixed Mathematics.

A Professor of Chemistry and Physics.

A Professor of Natural History and Physiology.

A Professor of Drawing.

An Adjunct Professor in the Department of Philosophies.

An Adjunct Professor in the Department of Mathematics.

And as many Tutors as may be from time to time required.

§ 64. The Faculty shall consist of the Professors who, conformably to § 63, are at the head of the following departments :

Philosophies.
 English Language.
 Ancient Languages.
 Modern Languages.
 History and Belles-Lettres.
 Pure Mathematics.
 Mixed Mathematics.
 Physical Sciences.

They shall meet at the Academy during time, semi-monthly, at such time as shall be by them, and at such other times as they may be called together by the Principal, to consult and act on such matters as may be brought before them. They shall keep minutes of their proceedings. The Principal shall be President of the Faculty, and they shall appoint one of their number as Secretary. Each member shall be entitled to but one vote, whatever be the number of subjects and instructors represented by him in his department; but when matters relating to a collateral department shall be under consideration, its professor shall be duly notified and present, and shall have the rights and powers of a member of the Faculty at such meetings. All communications from the Academy to the Executive Committee shall be forwarded through the Faculty and be entered on their minutes; but any officer or instructor in the Academy may communicate direct with the Board of Education.

§ 65. The Professors shall have the general *superintendence* of everything pertaining to *instruction* in their respective departments.

shall be responsible for the successful prosecution of the studies prescribed for their professorships, and shall do all in their power to protect and advance the interests intrusted to their charge.

§ 66. There shall be a Registrar, who shall have charge of the books, records and reports of the Institution, and the same shall be at all times open to the inspection of the members of the faculty and of the Executive Committee. He shall also have charge of the stationery provided for the Academy, and shall issue the same on the written order of the Principal, and he shall keep accounts of the receipt and delivery thereof; he shall also be the Clerk of the Academy and Assistant Librarian; he shall also have charge of the library, and shall arrange and catalogue the same, and shall superintend and record the delivery and return of the books, and perform such other duties as may be required by the Committee. He shall be appointed by the Executive Committee.

§ 67. The engagement of all Professors, teachers, and Officers, in the Free Academy, shall be terminable at the pleasure of either party, on giving notice, and the salary shall thereupon immediately cease; and the Executive Committee are authorized to give said notice on the part of the Board of Education, in case of any instructor not bearing the title of *professor*.

§ 68. On or before the third Wednesday of September, the Faculty shall make a report to the Board of Education, bearing date on the day of the annual commencement, of the state and progress of the Academy during the preceding year, the names of all the students admitted, and of those dismissed, and such other matters as may be required by the Board, or as may be deemed expedient by the Faculty.

Admission of Students, their Classification and Studies.

§ 69. No student shall be admitted to the Academy unless at the commencement of the next term he will be fourteen years of age, and have attended the Common Schools for twelve months, and shall have passed a good examination in Spelling, Reading, Writing, English Grammar, Geography, Arithmetic, Elementary Book-keeping, History of the United States, and Algebra, as far as quadratic equations, inclusive.

§ 70. No candidate shall be examined for admission unless he shall present to the principal of the Academy a certificate in the form prepared by the Executive Committee, signed by the Principal of the School or Schools of which he has been a member, and specifying the age of the candidate, the Common Schools of this city which he has attended, the length of time in each, and when. If the number qualified for admission shall be more than can be

admitted, the preference shall be given to those who have attended the Common Schools the greater period.

§ 71. At either of the regular examinations, members may be admitted to one or all the classes, to pursue the studies of any one or more departments, provided they shall have attended the Common Schools the requisite period—shall be of the proper age—shall pass the proper examination in the requisite for admission, and an examination satisfactory to the faculty, in the previous studies of the class or departments to which they are to be admitted.

§ 72. The examination of candidates for admission shall take place immediately after the general examination in July, and at such other time or times as shall be fixed by the Executive Committee, and shall continue at the same hours until concluded. No person shall be present at the examination except the instructors in the Academy, and members of the Board of Education and other School Officers; neither the names of the candidates, nor the schools from which they come, shall be made known to the instructors conducting the examinations, but each candidate shall be designated during examination by a number given to him on a card by the Principal.

§ 73. The instructors conducting the examination shall make full returns of the same on a

scale of ten, to the Faculty, who, from such returns, shall certify the names of the candidates who have passed the requisite good examination, and also the result of the examination of each candidate, which shall in all cases be recorded in a book to be kept for that purpose. The examination papers of each student shall be preserved and filed.

§ 74. The studies pursued in the Academy shall be classified in the following courses, which shall be at the option of the students, viz. :

A full course with modern languages.

A full course with ancient languages.

A partial course—embracing any studies less than either of the full courses.

The full course of modern languages shall comprise French, German and Spanish; the order in which they shall be pursued to be at the option of the student on commencing the course.

The full course of ancient languages shall comprise Latin, Greek, and any modern language at the option of the student.

The partial course of languages shall comprise any language or languages at the option of the student, either as pursued in the full course, or in a special course of one year, intended for such students as may have immediate occasion for the use of any of the above named languages.

§ 75. The studies of the classes shall be pursued under the following arrangement as to the

lies and text books, subject, however, to such modifications, as in the opinion of the Faculty the Executive Committee may be required. Whenever the Faculty shall deem any change of studies or text books necessary, they shall commend the same in writing to the Executive Committee.

COURSE.

INTRODUCTORY CLASS.

First Year—First Term.

	<i>Lessons per week.</i>
<i>Andrews and Stoddard's Grammar, Andrews' Reader,</i>	5
<i>Hebrew*</i> <i>Vannier & Robertson,</i>	
<i>Hebrew Language</i> <i>Principles of General Grammar,</i>	1
<i>Elements of Moral Philosophy</i> <i>Wayland's Abridgment,</i>	1
<i>Constitution of the United States</i> <i>Hart,</i>	1
<i>Hebrew</i> <i>Docharty,</i>	5
<i>Introduction to Natural Science</i> <i>Chambers,</i>	2

First Year—Second Term.

<i>Hebrew</i> <i>as before, and Cæsar,</i>	5
<i>Hebrew</i> <i>Robertson, Roemer's Polyglot Reader & Roemer's Elem. Reader,</i>	

In the full course with modern languages, the order in which are studied may vary, but the time allotted for each successive language remains the same. See § 15.

	<i>Lessons per week.</i>
Geometry.....	<i>Docharty, 5</i>
Elements of Chemistry.....	<i>Renwick, 2</i>
Introduction to Natural Science.....	<i>Chambers, 2</i>
Linear Drawing.....	<i>5</i>
Oratory and Composition.	

FRESHMAN CLASS.

Second Year—First Term.

{ Latin.....	<i>as before, and Virgil, }</i>	<i>3</i>
{ Greek.....	<i>Sophocles' Grammar, and Lessons, }</i>	<i>2</i>
or		
{ French..	<i>Robertson, Polyglot Reader, Roemer's 2d Reader, }</i>	<i>3</i>
{ German.....	<i>Glaubensklee's Grammar, and Reader, }</i>	<i>2</i>
English Etymology and Philology...	<i>Reid's Dict., Fowler's Grammar, }</i>	<i>1</i>
Rhetoric.....	<i>Day, }</i>	<i>2</i>
Universal History.....	<i>Weber, }</i>	<i>2</i>
Moral Philosophy.....	<i>Alexander, }</i>	<i>1</i>
Plane and Spherical Trigonometry, and Navigation.	<i>Davies, }</i>	<i>6</i>
Drawing and Descriptive Geometry.....		<i>6</i>
Oratory and Composition.		

Second Year—Second Term.

{ Latin...as before, and Anthon's Composition and Versifi- }	<i>cation, }</i>	<i>2</i>
{ Greek.....	<i>as before, and Owen's Reader, }</i>	<i>3</i>
or		
{ French.....	<i>as before, }</i>	<i>2</i>
{ German.....	<i>as before, and Flaxman, }</i>	<i>3</i>
Rhetoric.....	<i>Day, }</i>	<i>2</i>
History.....	<i>Weber, }</i>	<i>2</i>
Roman Antiquities and Mythology.....	<i>Anthon, }</i>	<i>1</i>
Analytical Geometry, Mensuration, Surveying....	<i>Davies, }</i>	<i>5</i>
Natural Science (Lecture).....		<i>1</i>
Drawing, Perspective, Shades and Shadows.....		<i>4</i>
Oratory and Composition.		

SOPHOMORE CLASS.

Third Year—First Term.

	<i>Lessons per week.</i>
n.....as before, and Cicero, }	2
ek.....as before, and Xenophon's Anabasis, }	2
ich.....as before, and Noel & Chapsal, instead of Robertson, }	3
man.....as before, and Benedix and Oltrogge, }	3
sh Synonyms.....Graham, }	2
y and Sources of the English Language...Fowler, }	1
y.....Weber, }	5
cal Economy (Lecture).....	1
ential Calculus.....Davies, }	2
land Drawing, Course of Ornament and Blackboard. }	4

Third Year—Second Term.

in.....as before, and Livy and Sallust }	2
ek.....as before, and Owen's Homer's Iliad and Thucydides, }	2
r	
nch.....as before, and Moliere and Racine }	2
rman.....as before, }	2
sh Literature.....Shaw's Outlines, }	3
.....Whately, }	2
ectual Philosophy.....Mahan, }	4
ral Calculus.....Davies, }	3
ral Science (Lecture).....	1
ing, Architecture, and Study of the Antique and Figure }	4
ry and Composition.	

JUNIOR CLASS.

Fourth Year—First Term.

tin.....as before, and Horace, }	2
ek.....as before, }	2
or	
nan.....as before, and Schiller, }	1
ish Language.....Fowler, }	1

	<i>Lessons per week.</i>
Critical Readings, English.....	1
Moral Philosophy.....	<i>Hickok,</i> 3
Greek and Roman Antiquities.....	<i>Anthon,</i> 1
Analytical Mechanic.....	<i>Bartlett,</i> 6
Four Lectures on the Fine Arts, their History and Appli- cation to Manufactures and to Decoration.	
Themes, Forensic Discussions, Original Declamations.	

Fourth Year—Second Term.

{ Latin.....	as before, }	1
{ Greek.....	as before, }	1
or		
Spanish.....	<i>Ollendorf, Morales' Reader,</i>	2
English Literature.....	<i>Cleveland's Compendium,</i>	2
Natural and Revealed Religion....	<i>Butler, Mahan's Logic,</i>	4
Physics.....	<i>Bird's Elements,</i>	2
Acoustics and Optics.....	<i>Bartlett,</i>	3
Spherical Astronomy.....	<i>Bartlett,</i>	2
Themes, Forensic Discussions, Original Declamations.		

SENIOR CLASS.

Fifth Year—First Term.

Ancient Course, { Latin or Greek.....	1 }	6
{ A Modern Language at option.....	4 }	
or		
Spanish.....	as before, <i>Iriarte, Quintana,</i>	6
Physics and Applications.....	<i>Bird's Elements,</i>	4
Civil Engineering.....	<i>Mahan,</i>	4
Law and Politics.....	<i>Kent,</i>	2
Themes, Forensic Discussions, Original Declamations.		

Fifth Year—Second Term.

Ancient Course, { Latin or Greek.....	1 }	6
{ The same Modern Language as before.....	4 }	
or		
Spanish.....	<i>Moratin, Don Quixote, Acosgera,</i>	6

	<i>Lessons.</i> <i>per week.</i>
Chemistry,	<i>Fourteen, 4</i>
Civil Engineering.....	<i>as before, 4</i>
Law and Politics.....	<i>as before, 2</i>
Themes, Forensics, Original Declamations.	

§ 76. The option of each student as to the course of studies shall be made in writing, and registered and filed at the Academy. It shall be made by the parent or guardian, or shall be by the parent or guardian submitted, in writing, to the discretion of the Faculty. Students pursuing a particular course will not be supplied with rooms for study at the Academy, but will be expected to come there for recitations and lectures.

§ 77. At the beginning of each term the students in each full course of the Introductory class shall be divided into sections of about twenty—of the Freshman class of about thirty—and of the other classes of about forty students, for the purpose of recitation. Each student shall have three recitations or lectures each day, besides drawing, and also an exercise in Declamation and Composition about once a month. The recitations and lectures shall be so arranged in alternation with the hours of study, that the Professors, while not occupied with giving instruction, may visit the recitation rooms of the tutors in their respective apartments, (which it shall be their duty to do,) to observe the manner in which instruction is given, and to become acquainted with the students, their progress and attainments. The professor of Moral, Intellectual, and Political Philosophy, shall give at least

one lecture, or hear one recitation, each day; the Professor of Chemistry, two; and all the other members of the Faculty, whose whole time is devoted to the Institution, and the Tutors, four. The Professor of History and Belles-Lettres shall be employed in the Department of English Language, when not engaged in teaching in his own Department. The Professor of Drawing shall teach Descriptive Geometry in the Department of Pure Mathematics, when not engaged with his classes in Drawing. The studies of cognate departments shall be so distributed among the Professors and tutors therein, as to give each full employment. If any instructor shall be absent from his post, the Principal shall direct another to take his place for the time being.

§ 78. Rooms, Nos. 4, 5, 6, 7, 8, 10, 13, 15, 16, 18, 20, 22, 25, 26, 28, 30, 32, shall be appropriated to the instructors as recitation-rooms; and rooms Nos. 12, 17, 19, 24, 27, 29, be occupied as study rooms by the students at their desks, under the superintendence of an instructor.

§ 79. The duty of superintending the students in the study rooms shall be performed by all the Instructors, except the Principal and those who are on duty only for a part of the day. They shall perform the same in regular rotation; and it shall be the duty of such of them as are members of the Faculty, when not engaged in in-

struction, occasionally to pass through the study rooms and halls each day, and to report to the Principal any irregularities or violations of good order which may come under their notice.

Discipline.

§ 80. Every student shall conduct himself according to the rules of good manners, good morals, and manly propriety; shall give punctual and constant attendance to all his duties; shall use the property of the Institution with care and economy, and restore the same when required.

§ 81. The punishments inflicted in the Academy shall be the demerit marks, private admonition, admonition by the principal in the presence of the Section and of the Instructor in the recitation-room, suspension by the direction of the Principal, public admonition by the Principal, in presence of all the students at roll-call, final admonition by the Principal in a meeting of the Faculty, and dismissal for misconduct, to be directed by a vote of the Faculty; and whenever either of the same is inflicted, it shall be recorded in the "Book of Discipline," with the number of demerit marks, to be carried into the ledger for the same.

§ 82. The several professors and tutors shall enforce in the various sections, while under their personal inspection, such rules of discipline as may be established, and shall be responsible for

the maintenance of order therein, and shall keep full daily records of the merit and demerit of each student under his care, and shall report the same in writing to the Principal, who shall cause an abstract of these reports to be entered in the books of the Academy, and the reports to be filed and preserved.

§ 83. Each Instructor shall keep a class report, embracing a period of two weeks, in which shall be entered the merit and demerit marks of each student while under his care, and the same shall be carried into the ledger every two weeks.

§ 84. Each Instructor shall be provided with a Register of Conduct, in which it shall be his duty to enter all cases of violation of good order by any student in his presence, which he thinks deserving of censure, with the amount of such censure in Demerit marks. Each Instructor shall leave his Register with the Principal at the close of the Academic exercises of each day, and receive the same from him again each morning; and it shall be the duty of the Principal to examine such entries, and enter his approval of such marks, or, on consultation with the Instructor, make such change in said demerit marks as in his opinion shall be just, and then the same shall be added to the demerit marks in the bi-weekly class reports, and carried into the ledger. No student shall be demerited without notice to him of the fact and the cause.

§ 85. No student shall be suspended, except for misconduct; and all students suspended shall be required to attend all the recitations and lectures of their sections; but during their suspension they shall sit for study in the office, and on entering and leaving the recitation room shall take the rear of the section.

§ 86. In all cases in which a student shall be guilty of any offence, which, in the opinion of the Instructor, requires that such student should be sent to the Principal for discipline, the Instructor shall, under his hand, give the student a memorandum of the offence, to be delivered to the Principal, and the Principal shall record the same in the Book of Discipline, and shall himself determine the punishment, and cause the same to be recorded in the Book of Discipline.

Merit.

§ 87. The maximum of Merit in any study or exercise, shall be ascertained by multiplying the whole number of exercises of the class or section by ten, the scale on which merit is estimated. All punishments for misconduct, shall be represented by demerit marks on the ledger.

§ 88. The maximum of conduct shall be ascertained by multiplying the whole number of Academic Days by ten, and the rate of conduct shall be ascertained by deducting from such *maximum* all demerit marks.

§ 89. There shall be made up immediately after each examination, a Merit Roll of each class, and each student shall be ranked on the roll as he may approach most nearly to the maximum in his departments on the ledger including the examinations, and including conduct.

§ 90. The Merit Roll shall consist of four classes:—Highest, High, Good, and Low; containing the highest, and those to $\frac{1}{3}$, $\frac{1}{2}$, $\frac{2}{3}$, below the maximum respectively.

§ 91. The Merit Roll shall be signed by the Principal, and after being printed by the Executive Committee, shall be sent by him to the parents or guardians of every student; and it shall be the duty of the Principal, where any student shall be habitually or grossly delinquent, to give notice thereof, in writing, to the parent or guardian, not only with the copy of the Merit Roll, but at the time of such delinquency.

§ 92. No student shall be put back into another class, except at the request of his parent or guardian; but if any student shall in any of his studies have made so little progress, or in his conduct shall have been so disorderly as not to have an average rate of at least half the maximum on the last Merit Roll, he shall be rated as deficient, and so recorded; and if he shall be rated as deficient on two successive Merit Rolls, he *shall be dismissed from the Academy.*

§ 93. Every student admitted into the Academy shall receive a certificate thereof, in the form to be prepared by the Executive Committee, stating that on leaving the Academy with a good character after one year, he shall receive another certificate or diploma, stating the period he has been in the Academy, and the studies there pursued by him ; and provided he shall have satisfactorily accounted for all the books and other property committed to him, and shall have maintained a good character, he shall, on so leaving the Academy, receive such diploma ; but no student shall receive a certificate of dismissal if he be dismissed for misconduct ; and in each certificate, it shall be stated that he is furnished with a statement of his standing in the Academy, as it shall appear on the records during his whole connection with the Academy.

§ 94. When vacancies occur in the corps of tutors, preference shall always be given to the highest two on the Merit Roll of the graduates of the Academy, provided they have sufficient qualifications for such appointment.

Text-Books, or Books of Reference.

§ 95. No books shall be delivered to the students or Instructors except by the Registrar on the written order of the principal, and the Registrar shall keep full accounts of the same.

§ 96. Whenever any student shall have finished the use of any text-book or book of reference,

or shall have completed the studies to which it relates, he shall return the same to the Registrar, or satisfactorily account for the same; and at the end of each term all books and slates shall be returned to the Registrar, or accounted for by the officers and students respectively, and he shall report all violations of this rule to the Executive Committee.

Examinations.

§ 97. There shall be two several examinations in each year of all the students in all the studies pursued by them since the last examination. The first shall commence on the first Monday of February, and shall continue eight days, from 9 A. M., to 12 M., and from 1 to 4 P. M., each day. The second shall commence on the fourth Monday before Commencement, and shall continue eight days, from 8½ A. M., to 12 M., and from 2 to 5½ P. M. each day. The Introductory Class to be then examined for advancement to the Freshman Class; but no one shall be admitted to the Freshman Class who will not be fourteen years of age at the commencement of the then next term, and is not in other respects qualified according to the By-Laws. The examinations shall be public; and the Executive Committee shall, by advertisement and invitation, give notice of the same, and the Principal of the Academy shall furnish to the Executive Committee, at least ten days before such examination, a statement of the order of examination.

All the members of each class shall be examined at the same time in the same study, by oral and written questions. It shall be the duty of all the Instructors to attend the examinations from day to day.

Terms and Vacations.

§ 98. The hours of study and instruction in the Academy are from 9 A. M., to 12 M., and from 12½ to 3 P. M. The doors will be closed for roll call at precisely 15 minutes before 9, when the Instructors must be present. There shall be three vacations in each academic year—the summer vacation from Commencement, six weeks; the winter vacation, from the 25th day of December to the 1st day of January, inclusive; the spring vacation, from the last day of April, inclusive, one week. There shall be no academic exercises on Saturday, on the day celebrated as the Anniversary of American Independence, and on Thanksgiving Day; and there shall be a recess from 12 to 12½ o'clock each day. The first academic term shall commence at the end of the Summer vacation, and the second at the end of the first examination.

Commencement.

§ 99. The academic year shall end on the Tuesday before the third Wednesday of July in each year, on which day the Commencement of the Institution shall be held, at a place to be

provided by the Executive Committee. The Board of Education shall meet statedly, at the time and place of the annual Commencement. The President of the Board of Education shall preside.

Degrees.

§ 100. Two Degrees shall be conferred on the students graduating from the Free Academy—that of Bachelor of Arts on those who have pursued a full course with Ancient Languages, and that of Bachelor of Sciences on those who have pursued a full course with Modern Languages.

Library.

§ 101. The Principal shall at all times have access to the Library, and shall, on application to the Librarian or Assistant-Librarian, be entitled to the free use thereof.

§ 102. The Professors and Tutors shall, at all times, on application to the Librarian or Assistant Librarian, have access to the Library, and enjoy the right of taking books therefrom, provided no Professor have more than six, and no Tutor have more than three volumes belonging to the Library, at any one time in his possession.

§ 103. The Students of the Senior, Junior, Sophomore, and Freshman classes, shall be enti-

tled to the use of the Library, under the conditions hereinafter mentioned.

§ 104. The Library shall be opened to students every alternate Friday throughout the Academic Terms, from 8½ to 9 A. M., for the return of books, and from 3 to 3½, P. M., for the delivery of books and it shall be the duty of the Librarian or Assistant Librarian to be in the Library at those times.

§ 105. Students shall make application for books in the following manner :

a. The Assistant-Librarian will furnish blank Certificates, in form as follows :

[*Space for date.*]

[*Space for name, Class, &c. Section*], having, during the past two weeks, obtained the Library Average (75) for Scholarship in my Department, and having received no mark of demerit for misconduct, and having been punctual in attendance, is declared to be entitled to the use of the Library, provided no objections exist on other grounds.

[*Space for signature. Space for signature. Space for signature.*]

b. The above certificate, dated the previous afternoon, and signed by at least three of the Professors or Tutors, whose recitations the Student may have attended during the preceding two

weeks, must be handed to the Librarian or Assistant-Librarian at the stated time on Friday morning, together with any book belonging to the Library, which the applicant may have drawn therefrom.

c. On the back of this certificate, thus dated and signed, the applicant will inscribe, in the order of his preference, the titles of any books which he may desire. He shall be entitled to the first in order not in use, unless its removal from the Library be forbidden, but in no case shall any student have more than one volume belonging to the Library at one time in his possession.

d. The books thus applied for having been selected, and recorded by the Assistant-Librarian during the day, will be delivered to the applicants the same afternoon at three o'clock.

§ 106. No book shall be taken from the Library, UNDER ANY PRETENCE, BY ANY PERSON, without the authority of the Librarian or Assistant Librarian, and every book taken shall be duly recorded in a Register provided for that purpose.

§ 107. No book shall be retained by any Instructor or student for a longer period than two weeks, without renewal, except books of reference used by an instructor in his recitation room. *All books shall be returned one week before the end of the Term.*

§ 108. Should any student wish the renewal of a book already in his possession, he must fulfill every requirement of the 46th section, exactly as if he desired another book, and should any application have been made for it in the meantime, his right thereto shall cease.

§ 109. The penalties for defacing, mutilating, or losing books belonging to the Library, shall, in the case of students, be as follows :

a. For defacing a book, suspension from the use of the Library for not less than one month or more than three months, at the discretion of the Librarian, or till the injury be repaired, to be entered in the Library account.

b. For mutilating or losing a book, complete restriction from the use of the Library until the book be replaced, rebound, or repaired, as the Librarian may require.

§ 110. Any book delivered to any student or Instructor, whether text-book, book of reference, or library book, shall constitute a charge against him of the cost of the book, to be paid by him unless it be returned in good condition, or its loss or injury be satisfactorily accounted for to the Librarian; and in case of a student, unless the same be paid for or replaced without delay, he shall be dismissed from the Academy. In cases of gross carelessness, or wanton injury of the books, punishment shall be inflicted in addition to reparation.

§ 111. The Librarian shall report to the Executive Committee at the end of each Term, the condition of the Library, the books injured or lost, and the persons by whom they were lost or injured.

Societies.

§ 112. No literary societies shall exist in the Academy except by the permission of the Executive Committee, and their approval of the constitution thereof; and of all such societies all the members of the faculty shall be *ex-officio* members. No student shall be a member of more than one society. Students whose standing on the merit roll shall be good, shall be admissible by a majority vote by ballot of all the members present, a quorum being present.

§ 113. There shall be but two such societies, and the Executive Committee may dissolve any society in the Academy.

§ 114. The meetings of the societies shall be held at such time and place as they may designate, subject to the approval of the Executive Committee; and one of the small rooms in the northeastern and southeastern corners of the Hall shall be appropriated to each society for its archives.

§ 115. On the evening of the last Friday of the examination in February, shall be held in the *large Hall* the exhibition of the Junior Class, at

which time there shall be public speaking of original compositions, by members of that class ; they shall be appointed by a resolution of the Faculty, in November in each year, from among those whose standing in the last preceding Merit Roll be not lower than "good."

Catalogue.

§ 116. In the month of September, annually, the Executive Committee shall cause to be prepared and published, a catalogue of the officers and students of the Academy, which shall contain the Board of Education, the Executive Committee, the instructors and students, the course of studies as distributed through the year, and the text-books.

ARTICLE 17.—*Normal Schools.*

§ 117. There shall be a Normal School for the instruction of the Female Teachers employed in the several schools under the direction of this Board, which Normal School shall hold its sessions on every Saturday in the year, from 9 o'clock A. M., till 2 o'clock P. M., with the exception of the Saturdays in the month of August, and those falling on the holidays prescribed by this Board.

§ 118. There shall also be a Normal School for the instruction of Male Teachers in the several before-mentioned Schools, which shall hold its sessions as follows, viz. : From the 1st of No-

vember to the 1st of May in each year, on Wednesdays from 4 to 7 o'clock P. M. ; and on Saturdays from 4 to 8 o'clock P. M. ; and from the 1st of May to the 1st of November in each year, on Wednesdays and Fridays from 4 to 7 o'clock P. M.

§ 119. The Male and Female Normal Schools shall hold their sessions in the Hall of the Board of Education.

§ 120. They shall be under the care and instruction of a Principal and such other teachers as may be necessary, who shall be appointed by the Board of Education, and subject to the rules and regulations of the said Board. The Schools shall be under the supervision of the Executive Committee on Normal Schools.

§ 121. All teachers below the grade of Principal, except such as shall possess a full certificate of qualification as teacher of Common Schools, shall be required to attend punctually and regularly the sessions of the Normal Schools, unless excused by the Normal School Committee and the School Officers of the Ward in which they may be employed.

§ 122. If any teacher not excused as aforesaid, shall neglect to attend regularly and punctually the sessions of the Normal Schools for teachers, and faithfully pursue the studies appointed for *them*, *it shall be the duty of the Normal School*

Committee to report such delinquent to the Board of Education, which shall proceed to declare the situation of such teacher forfeited ; and after register upon the minutes of that body of such forfeiture, no payment of salary shall be made to such delinquent except for services performed prior to such declaration.

§ 123. The Executive Committee on Normal Schools shall keep written minutes of their proceedings, which shall be read at the stated meetings of the Board of Education, immediately after the reading of the minutes of the Executive Committee on the Free Academy.

§ 124. The Normal Schools shall each consist of five classes, to be designated by the first five letters of the alphabet, the highest class to be denominated A, and the lowest E. The Executive Committee shall be empowered to subdivide any class whenever the number of pupils in such class shall exceed forty.

§ 125. It shall be the duty of the Principal of each School to attend to the general order of the Institution, to open each session by the proper exercise, to receive visitors and introduce them, if necessary, to the several class-rooms ; to examine and admit pupils, assigning them to the class for which they may be qualified ; by the authority of the Committee, to make all promotions at the times hereinafter provided ; to keep the records of the Institution, and to attend

to the reception and distribution all books and other supplies.

§ 126. The Teachers shall be responsible for the due improvement of the several classes in their respective branches of instruction, and it shall be their duty to attend such meetings as shall be called by the Principal for the purpose of consultation respecting the management of the Institution. It shall be the duty of the Teachers to keep records of the several classes under their instruction.

§ 127. There shall be semi-annual examinations of the Normal Schools, under the direction of the Executive Committee, to commence on or about the 15th day of May and the 15th day of November, in each year, at which examination the Committee, or their delegates, shall mark the performances of each pupil upon lists to be furnished by the Principal and Teachers, after which promotions shall be made at the discretion of the Committee, upon consultation with the Teachers.

The Teachers shall attend at such times, and conduct the examination in such manner as shall be required by the Committee; the City Superintendent shall be present and take part in the examination. The School Officers of the various wards shall also be invited to be present.

§ 128. At the termination of the examina-

tions, such members of the highest class as shall have acquitted themselves to the satisfaction of the Committee, shall, by the Committee, be presented with a diploma, signed by the Principal of the School and the members of the Committee, and having the seal of the Board of Education, attested by the President and Clerk, attached thereto.

§ 129. At the close of every quarter, reports of the several classes shall be made to the Executive Committee specifying the number of times each pupil may have been present, absent, or late, or may have left before the hour of dismissal, as well as his or her grade in each study, during the quarter. The grade shall be indicated by the Nos. 1, 2, 3, 4, and 5; 1 indicating the highest degree of proficiency, and 5 the lowest. These reports, after being revised by the Committee, shall be transmitted to the Board of Education and to the School Officers of the several wards. The pupils in each class shall be graded according to the marks received, on a scale of 5. All absentees excused by the Committee, shall receive marks equal to their average marks of the quarter for the exercises not attended.

§ 130. The extent to which the various branches of instruction shall be carried in each class, shall be defined by the Committee, and no teacher shall deviate from such course of study unless authorized by a vote of the Com-

mittee. No new study or new books shall be introduced into any of the Normal Schools, except by authority of the Executive Committee having the charge of the same.

§ 131. All cases of disorderly conduct, or inattention to duty, upon the part of the pupils in the Normal Schools, shall, at the discretion of the Principal, be reported to the Executive Committee, who shall, at their discretion, communicate the facts of the case in writing to the School Officers of the Ward in which the persons so reported may be employed. All insubordination and gross delinquencies shall be punished by the suspension of the offender—such suspension, with the duration thereof, to be declared by a majority of the Committee, who shall forthwith communicate the facts of the case to the Board of School Officers employing the person so suspended.

ARTICLE 18.

Of the Grammar and Primary Schools.

§ 132. GRADES OF SCHOOLS.

The Ward Schools shall consist of Primary and Grammar Schools and Primary Departments: the present Upper Department shall be designated as Grammar Schools for boys, and Grammar Schools for girls, respectively. Each School shall be divided into five classes, with a

sub-divisions as may be necessary—the highest or the most advanced class to be designated as No. 1, and the lowest as No. 5. The divisions of classes shall be called Sections C, &c.

GRADES OF STUDIES.

The course of instruction in the several grades shall be as follows:

Primary Schools.

Grade 5.—The alphabet and its combinations of words and syllables; lessons on objects and on things.

Grade 4.—Spelling, reading, punctuation, definitions, Roman numbers, and tables in addition.

Grade 3.—The simple rules of arithmetic, including the multiplication table; spelling, grammar, and definition, continued; and slate writing.

Grade 2.—Spelling, reading, and definition, continued; arithmetic, through simple subtraction; geography commenced; writing and drawing on slates and the black board.

Grade 1.—Spelling, reading, and definition, continued; tables of weights, measures, time,

&c.; arithmetic reviewed, and completed through simple division; elementary geography; drawing and writing on slates; elementary instruction in the names and qualities of objects and common things, with the elementary principles of natural science: mental arithmetic.

Vocal music to be taught and practiced.

In Primary Schools, in buildings containing no Grammar Schools, if the average attendance is more than five hundred, the course of instruction may be continued, so as to embrace the studies prescribed for classes four and five of the Grammar Schools.

Grammar Schools.

Class 5.—Review of the several studies pursued in the Primary Schools: geography; arithmetic, so far as compound multiplication, including a knowledge of Federal and Sterling money; spelling, reading, and definition; mental arithmetic and lessons on natural objects.

Class 4.—Spelling, reading, and definition, continued; arithmetic through compound rules of reduction; geography continued with elementary principles of astronomy; grammar commenced.

Class 3.—Spelling, reading, and definition, continued; arithmetic continued, through common and decimal fractions and proportion;

English grammar, with parsing; geography continued; natural history and philosophy commenced; history of the United States; astronomy continued.

Class 2.—Arithmetic through per-centage, interest; geography continued; history of the United States; parsing; descriptive astronomy; natural history and philosophy, including the elementary principles of mineralogy, geology, and chemistry; physiology and algebra commenced.

Class 1.—Arithmetic completed and thoroughly reviewed; geography completed and thoroughly reviewed; algebra, geometry, natural history, parsing, philosophy, astronomy and physiology; general history and book-keeping; United States history; Constitution of the United States.

All the classes in the Grammar Schools to be instructed in penmanship, composition, declamation, and drawing. Vocal music to be taught and practiced.

GRADES OF TEACHERS.

1. The teachers employed in the Schools shall be ranked as Principals, Vice-Principals, and 1st, 2d, and 3d Assistants, &c. There shall be three grades, known and designated as A, B, and C, and the certificates of qualification or licenses, to be given by the City Superintendent, shall *always express the grade of the teacher, and the*

position for which he is qualified, and shall be in the following form :

I, A. B., City Superintendent of Schools in the City of New-York, do hereby certify that C. D. has been duly examined, and found qualified in respect to learning, ability, and moral character, to teach a Common School in said city as _____; and is hereby licensed as a teacher of grade _____.

2. Without a certificate in such form, signed by the City Superintendent, no person shall be entitled to receive salary as a teacher of a Common School in said city.

3. No teacher, except those of Grades A and B, for Grammar Schools, shall hereafter be appointed in any such schools; and no teacher, except of Grade A, shall be appointed Principal or Vice-Principal therein. No teacher hereafter appointed to any position, nor any teacher now holding a Grade B certificate, for Grammar Schools, shall be required to attend the Normal School.

4. All teachers now employed in the Ward Schools, who have a full certificate or license to teach, whether from the State Superintendent, the City Superintendent, or the Inspectors of Common Schools, and all present or future *graduates* of the State Normal School, of the

Normal Schools of the Board of Education, and of the Free Academy, shall be entitled to receive certificates of Grade A, but no other persons shall receive certificates of Grade A, except, on examination, they shall be found qualified for that grade; and no pupil of any of the Normal Schools shall receive a certificate of Grade A, unless the Executive Committee on Normal Schools shall concur in granting the same; and no teacher shall be hereafter appointed or promoted, or receive an increase of salary in any Ward School without possessing a license in the form aforesaid, expressing the grade for which such license is given. On or before the twenty-fifth day of December in each year, the City Superintendent shall report to the Board a complete list of all the teachers in the Schools, with their grades and salaries.

ARTICLE 19.—*Libraries.*

§ 133. School Libraries shall be established in all the Grammar Schools, for boys and girls, under the jurisdiction of the Board of Education, including such Primary Schools, as have an advanced department. They shall be under the immediate direction and control of the School Officers of the several Wards, and subject to such general rules and regulations as the Board of Education may from time to time adopt.

§ 134. As soon as a catalogue can be adopted by the Board of Education, and the necessary *arrangements* entered into for procuring the books,

every Grammar School, and every Primary School organized with an advanced department, so far as that department is concerned, whose average annual attendance amounts, on the 31st of December, 1854, to 150 pupils and under, shall be entitled to a library of a maximum number of 500 volumes; and those schools whose average attendance amounts to 250 and under, and over 150, shall be entitled to a library of a maximum number of 1,000 volumes; and those schools whose average attendance amounts to 250 and over, to a library of a maximum number of 1,500 volumes. The funds for the establishment of which shall be wholly derived from the proportion due to this city of the annual State appropriation for school library purposes, and any donation for the purpose.

ARTICLE 20.

For the Government of the Evening Schools.

§ 135. Evening Schools shall be established in such of the Ward School-Houses or other buildings now used for public school purposes, and in such other places as the Board of Education shall, from time to time, deem expedient, and the following rules and regulations are hereby established for the government of the same:

§ 136. There shall be two terms of the Evening Schools; the first shall commence on the second day of January, or as soon thereafter as may be, and continue nine weeks; the second shall commence on the first Monday in October, and continue twelve weeks.



and Powers of the Executive Committee on Evening Schools.

37. The Executive Committee on Evening Schools of the Board of Education shall have ; and they are hereby authorized, to fit up school-rooms, provide the necessary means for equipping the same, and procure and furnish necessary books and stationery for the use of teachers and scholars, subject to the by-rules and regulations of the Board in relation to repairs, supplies, and books.

38. The Committee shall prescribe a uniform course of studies to be pursued, and uniform text-books to be used in all the Evening Schools. They shall contract with and employ all teachers for said schools. They shall audit all bills for teachers' salaries and other expenses, and the bills when certified to be correct by a majority of the Committee shall be paid by the Treasurer and Clerk of the Board of Education, and checks countersigned by the Chairman of the Executive Committee of said Board.

39. The said Committee shall report at the close of the term, or oftener, if required, to the Board of Education, the amount of money paid out of each school, and the purposes for which the same has been expended ; the number of teachers that have been employed, and the number of pupils in each school.

§ 140. The visitation of the said schools shall be divided among the several members of the Committee, each school being assigned to a member residing in the Ward in which such school is located, and when no member of the Committee resides within the Ward in which any school shall be located, such schools shall be specially visited by one of the Commissioners of that Ward, to be appointed by the President of the Board of Education.

§ 141. Whenever the Committee shall deem it advisable to discontinue any of the said schools, they shall report the same forthwith to the Board of Education, with their reasons for the same.

Teachers.

§ 142. In each school shall be employed one principal teacher, who shall be held responsible to the Board of Education, through the Committee on Evening Schools, and to the Ward Officers for the good government and management of the said school. The assistant teachers employed shall be held responsible to the Principal for the faithful performance of the duties committed to their charge.

§ 143. The principal teacher shall keep all the books required under these rules, or by the Committee on Evening Schools, and in addition the following, to wit: a roll book, a weekly report book, and a visitors' book.

§ 144. The principal teacher of each school shall report monthly to the Committee on Evening Schools a statement of the number of scholars in attendance, the studies pursued, and all other information which may be required by the said Committee, or the rules established by the Board of Education.

§ 145. No teacher shall be employed who does not at the time of his or her appointment hold a certificate of qualification from the City Superintendent in regard to moral character, learning and ability.

Sessions.

§ 146. The Schools for males shall be opened at 7 o'clock, and closed at 9½ o'clock every evening during the week, except Saturday and Sunday.

§ 147. The door shall be opened at 6 o'clock and 40 minutes, at which time at least two teachers shall be required to be present to maintain order, and to make all necessary preparations for the commencement of school exercises.

§ 148. Punctuality in attendance being indispensable, the outside gate or door shall be closed at fifteen minutes before eight o'clock, after which time no scholar shall be allowed to enter, nor shall any be allowed to leave the school for any cause except sickness, and then with permission of the Principal.

§ 149. The schools for females shall be opened and closed half an hour before the time for opening and closing the schools for males, and the doors for admission of the pupils to the school buildings, shall be opened a half hour before the time of opening the doors for males, and at the same time at least two teachers shall be present for the same purposes, as stated in § 145.

§ 150. No assemblage of scholars in the vicinity of the school buildings, before the hour of opening the schools, will be allowed, and all are required to leave schools when closed, without noise, and immediately retire to their respective homes.

Admission of Scholars.

§ 151. No scholar shall be received in the schools whose daily avocations admit of an attendance upon the Ward Schools provided by law.

§ 152. Application for admission to the Schools shall be made to the Principal at the school-rooms, by the pupils, accompanied by their parents, guardians, or other person to whom they may be personally known.

§ 153. The Principal shall enter in a Book, to be kept for that purpose, the name, residence, age, and occupation of the pupil, together with *the name* of the parent or guardian of said *pupil*.

§ 154. A seat shall be assigned to each pupil, and a register kept of the same, and the seat thus assigned, and no other, shall be exclusively occupied by said pupil, who shall be responsible for all damage accruing to said seat or desk while occupying the same.

§ 155. The Principal shall furnish each pupil with the necessary books and stationery, and keep an account of the same, and said pupil shall be held accountable for their proper use and return.

§ 156. No pupil attending one school shall be allowed to enter another without a written transfer from the Principal.

Dismissal from School.

§ 157. A wilful or wanton violation of any of the rules of the school, or a disobedience of the lawful commands of the teachers, shall subject the pupil to a suspension by the Principal, and with the advice of the Committee on Evening Schools, to expulsion from the school.

§ 158. When a pupil is expelled, for any of the causes above enumerated, notice shall be given to the parent or guardian of such pupil, the Principals of the other Evening Schools in the city, the Chairman of the Board of School Officers of the Ward in which the school is located, and to the chairman of the Committee on *Evening Schools*.

§ 159. A scholar expelled, after evidence of reformation shall have been given to the Committee, may be permitted by the said Committee to attend any of the Evening Schools.

§ 160. The Principal of each school shall keep a record of all expulsions from his own school, and of notices received by him of expulsions from other schools.

§ 161. No corporal punishment shall be allowed in any of the Evening Schools.

ARTICLE 21.—*Supplies.*

§ 162. The Clerk of the Board of Education shall prepare annually, under the direction of the Committee on Supplies, a list of all the articles of books, stationery, and fuel, required by the schools under the jurisdiction of this Board, for the ensuing year, and cause the same to be printed. And the Committee on Supplies shall thereupon advertise for two weeks three times a week in four daily papers, for proposals to furnish any one or more of such articles, at such times, and in such quantities of each article as the same may be required for the several schools. Payments to be made by the drafts of the Board of Education on the City Treasury, on the first day of each month, not less than one week after the bills shall be delivered at the Clerk's office, and properly vouched by the Committee. The advertisement to state that blank proposals and list of articles can be obtained at the office of the

Clerk of this Board ; also the time to which proposals will be received, and that the Committee will thereupon proceed to open the same. The proposals to be accompanied by the names and signatures of the proposed securities, and to state the lowest price for each article proposed for, of the quality specified in the advertisement ; and no person shall be allowed to put in more than one bid. At the time appointed in such advertisement, the Committee shall proceed to compare the said proposals, and shall in all cases, award the contract for any article to any responsible party proposing the lowest price for the same, who will give security satisfactory to the Board of Education. The article shall correspond with samples in the office of the Clerk, and all the articles awarded to one party may be embraced in one contract.

§ 163. All needful supplies of fuel for the several schools shall be furnished under the direction of the Committee on Supplies, upon the requisition of the Trustees of the several wards, who shall make in writing such requisitions according to the actual annual wants of the Schools, and file the same with the Clerk of this Board on or before the first day of July, in each year.

§ 164. There shall be an Inspector of Fuel elected by the Board, whose salary shall be eight hundred dollars per annum, payable monthly, to hold his office for one year, or until another is elected in his place. He shall be subject to the immediate supervision and direction of the Com-

mittee on Supplies, which committee shall have power to suspend him from office for any malfeasance or improper conduct or neglect of duty, in his office as such Inspector, and to appoint another in his place during such suspension ; but the said Committee shall report thereon to the Board for its consideration the facts, with their conclusions therefrom, as soon after such suspension as possible.

§ 165. Before entering upon the duties of his office, such Inspector shall take and subscribe an oath faithfully to perform the duties of his office.

§ 166. It shall be the duty of said Inspector to inspect all wood and coal, and to measure and weigh the same, and to supervise the delivery thereof to the schools, which shall or may be furnished under contracts made with the Board of Education, and to see that the same is in all respects in strict conformity to the requirements of such contracts ; to be at all times subject to the direction of the Committee on Supplies, who alone are authorized, and whose duty it shall be to procure all the necessary fuel for the schools by contract under the first section of this article ; said Inspector shall, during the months of April and May, in each year, visit each school premises under the jurisdiction of this Board, ascertain the kind and quantities of fuel required to be used for the succeeding season, the quantity *there on hand* on such premises, as near as may be, and the conveniences and arrangements for

toring and receiving the same, and where such conveniences are wanting, to cause the same, in each case where practicable, to be supplied, receiving for that purpose the directions of the School Officers, and to report the facts to the Committee on Supplies, who shall thereupon have the work done under the direction of the Superintendent of School Buildings.

§ 167. It shall also be the duty of said Inspector to keep records of all the fuel inspected, received, and delivered, under his inspection, with a separate account of the quantities delivered to each school, and take vouchers therefor at the time of said deliveries.

§ 168. The Inspector shall also perform such duties appertaining to his office which are not hereinbefore specified, as may be assigned to him by the Committee on Supplies.

ARTICLE 22.—*Depository.*

§ 169. There shall be one General Depository for the city, in which shall be received and stored, in such quantities as the demand may from time to time warrant, all the various articles, except fuel and sand, purchased under contracts made according to law, and known under the general name of supplies, the same required by the several schools of the city, under the jurisdiction of the Board of Education, for the use of teachers, pupils, &c.

§ 170. The Depository shall be situated in the Hall of the Board of Education, and shall occupy the two front basement rooms, and such portions of the adjoining rooms as may be necessary for it, or that may be spared for the purpose.

§ 171. The Depository shall be under the control of the aforesaid Committee in general respects, and in the immediate charge of the Clerk of the Board, aided by competent assistants.

§ 172. The Clerk of the Board shall cause all books and other articles to be procured in suitable and sufficient quantities to meet all probable demands, under written orders of the Committee on Supplies, and see that they are received, examined, and properly disposed of on the shelves of the Depository. He shall also see that all supplies ordered are delivered at the proper time at the various schools, and in good order.

§ 173. A suitable conveyance for the transmission of supplies to the schools, shall be provided under the direction of the Committee aforesaid.

§ 174. A complete system of accounts for the Depository shall be adopted by the aforesaid Committee, such as shall, in the fullest manner, exhibit its operations, the amount of supplies furnished to it by the several contractors and

dealers, as well as the amount of supplies furnished to the several wards and schools, both as to kind and value, and its books shall be kept open at all times to the inspection of the members of the Board of Education and Ward Officers.

§ 175. The Committee shall make up annually a statement of the number of each book, chart, or card, supplied to each of the Schools during the year, on the first of August, which shall be reported to the Board on the first meeting in September, and shall be immediately referred to the Committee on Course of Studies and School Books, which Committee shall, during the month of October then next, report to the Board whether in their opinion any, and what books, charts, or cards, should be stricken off, or added to the list of supplies, and whether any and what changes should be made in the Course of Studies.

§ 176. The Committee shall make a detailed statement to the Board annually, in the month of January, of their transactions for the year, giving the amount of purchases, the value of the stock on hand, per inventory, the amount of supplies furnished to each department or school and ward, and the cost per scholar of the same, together with a statement of the aggregate cost of supplies as compared with the previous year.

§ 177. The Committee shall provide a suitable and properly labelled pass-book for the entry of *the dealings of every school with the Depository.*

in which all orders for the supplies shall be written, as hereinafter provided.

§ 178. The regular days for issuing supplies from the Depository in every month shall be eight in number, viz.: the first, second, third and fourth Wednesday, and the first, second, third, and fourth Friday of each month; every school by this means receiving its supplies once in every month.

§ 179. The following shall be the arrangements by districts and wards for the state monthly deliveries of supplies to the schools:

DIST.	WARDS.
1st	1, 2, 3, 4, 5, 6.
2d	8, 9, 14.
3th.....	7, 10, 13.
4th.....	11, 17.
5th.....	16, 20, 15.
6th.....	18, 21.
7th.....	19, 22.
8th.....	12.

§ 180. A Tariff of Supplies shall be prepared based upon the average annual attendance of the several schools, which shall be the standard for the ensuing year, and which shall embrace the whole quantity of any and every article which any school or department may draw from the Depository, the same not to be exceeded except in certain contingencies hereinafter provided for.

§ 181. All supplies ordered for any school or department shall be carefully put up for delivery, and charged to its account. Should there not be in the Depository at the time a supply of all the articles ordered, a due-bill for what may be deficient shall be delivered with the items sent, an entry of the same being regularly made in a book kept for the purpose, in which shall be subsequently noted the fact of its redemption. All due-bills shall be redeemable on demand.

§ 182. No supplies shall be delivered at any school, except in payment of the due-bills aforesaid, oftener than once in every month, unless so ordered by the Committee on Supplies in a contingency hereinafter referred to, or by the Board of Education on the recommendation or report of the same Committee, as hereinafter provided.

§ 183. When a demand for supplies shall be made by any school or department beyond the limit decided in the tariff provided for in section eleven, the Clerk of the Board shall at once notify the Ward Officers of the fact that the account of that particular school is full.

§ 184. All bills of goods purchased for the Depository, and approved by the Committee on Supplies, shall be paid on the regular pay-days of the Board.

Regulations for the Schools.

§ 185. An accurate Inventory shall be made under the direction of the Ward Officers during the last week in each year, of the books, slates, maps, and all other articles usually embraced under the name of supplies, in every school and department, within the jurisdiction of the Board of Education,—blank forms of Inventory being furnished by the Clerk for the purpose,—the same when completed to be forwarded to and filed in the Clerk's office. This Inventory shall designate the three conditions of the supplies on hand, in separate columns, viz.: Good, Half-worn, and Old. In estimating the stock on hand, the whole of the class "Good" shall be entered on the list—one half the class "Half-worn," and one fourth of the class "Old," the total being the quantity on hand of each item.

§ 186. When supplies of any kind are wanted for any school or department, they shall be plainly entered in the Pass-Book provided by the Committee, and the list shall be dated, and attested by the signature of the Principal, and countersigned by the proper officer or Committee of the Ward Board, authorized for the purpose; the Pass-Book shall then be sent to the Depository, but no order shall be sufficient to obtain supplies, unless it bear this evidence of its genuineness.

§ 187. Every school or department shall draw *the supplies* needed but once in each month,

and on the day assigned to it, and not oftener, except in special cases hereinafter provided for. A memorandum of the proper days of draft shall be printed in the Pass-Book of every school.

§ 188. On the receipt of the articles drawn from the Depository, the Principal of each school or department shall at once, in the presence of the person delivering the same, compare each item with their order in the Pass-Book, and finding all correct, shall give a receipt therefor in a book provided for the purpose.

§ 189. In case a due-bill is given for any deficient item or items or any order, owing to a lack of supply temporarily in the Depository, the Principal shall be at liberty to send such due-bill one or more times through the proper channel, until it is redeemed, and before the regular monthly day for drawing supplies comes round.

§ 190. The Pass-Book containing orders for supplies shall be sent to the Depository in all cases two days before the regular day of delivery, that is to say, if the regular monthly day of any school or department be Wednesday, the Pass-Book shall be sent on the preceding Monday; and if it be Friday, then on the preceding Wednesday, careful reference being had before making out the order to the stated time of sending it in, to avoid infraction of this rule, and save disappointment in the receipt of supplies.

§ 191. The number and quality of articles which each school shall draw, shall not exceed in any year the ratio stated in the general scale of supplies to be prepared as aforesaid, and based upon the yearly average attendance of pupils.

§ 192. Whenever a school shall have drawn the whole quantity of any article or articles deemed necessary under these regulations, and a loss of supplies in any school or department occurs, either from a partial burning of the premises, or from robbery, rendering an additional allowance necessary, or when an extra quantity becomes indispensable by a sudden and unusual increase in the attendance of pupils, or from the use of supplies by the pupils of the Evening Schools, the Board of Ward Officers shall refer the subject to the Committee on Supplies, with a list of the articles wanted, and a statement of the facts, and the Committee shall have discretionary power to furnish the supplies needed forthwith.

§ 193. Whenever a demand is made for supplies beyond the quantity assigned as aforesaid, and none of the reasons referred to in the last article exist, or when by reason of the introduction by the Board of Education of a new study into the schools, a first supply of any book or books or other article may become necessary, or when said demand is made in consequence of *the opening or commencement of any new*

school or department, organized by authority of the Board of Education, the Committee on Supplies shall consider the subject, and inform itself as fully as circumstances will admit, of the merits of the case, and report favorably or adversely upon the application to the next meeting of the Board of Education; and should the action of the Board be favorable, the supplies shall issue from the Depository forthwith; but if otherwise, the Clerk shall notify the officers of the Ward of the fact.

§ 194. The teachers of the several Grammar and Primary Schools under the jurisdiction of the Board of Education shall be required to make the proper entries in, and correctly keep the School Record Book, entitled, "List of Pupils, with the number of months which they have been taught," so as to show both the number of months and the number of days which each pupil has been taught, and the totals of months and days for every pupil for each and every year; a supply of said books to be kept at all times on hand in the Depository, subject to the order of the several schools.

The Free Academy, Normal Schools, and Evening Schools.

§ 195. The Depository shall keep distinct accounts with the Free Academy, Normal Schools, and Evening Schools, in which shall be entered and charged all supplies drawn by those institutions.

· § 196. Any requisition for supplies made the Principal of the Free Academy, which shall have been approved by the Executive Committee of the same, shall be forwarded to the Depository, and furnished with as little delay possible.

§ 197. A list of all supplies needed from time to time in the Normal Schools shall be submitted to the Committee in charge, and if approved by them, shall be sent to the Depository for delivery, with all convenient promptness.

§ 198. The Principal of each department the Evening Schools needing supplies, shall make a requisition upon the Committee Evening Schools, who, approving the same, shall in turn forward it to the Depository, and the supplies shall be issued and delivered as soon as practicable thereafter.



RULES OF ORDER.

FIRST. In case the President shall not attend at the time appointed for a meeting of the Board, the Clerk, on the appearance of a quorum, shall call the Board to order, when a President pro tem. shall be appointed by the Board for that meeting, or until the appearance of the President.

SECOND. The President may substitute any other member to preside in his place, but such substitution shall not continue beyond the meeting at which it shall be made. The President shall decide all questions of order, subject to an appeal to the Board.

THIRD. When the Clerk is not present, the assistant shall perform his duties at the meeting.

FOURTH. The Clerk shall make a list of the resolutions or reports on the table, which shall be considered the general orders of the day.

FIFTH. The order of business at every meeting shall be (except when otherwise specially ordered) as follows :

1. Reading the minutes ; immediately after the minutes of the Board shall be read and approved, at the stated meetings, the minutes of the Executive Committee shall be read in the Board for the information of the members.

2. Communications or reports from Ward Officers.

3. Communications or reports from the City Superintendent ; Miscellaneous Communications ; Resolutions to be referred or passed without objection.

4. Reports of Standing Committees.

5. Reports of Select Committees.

6. Motions and Resolutions.

7. Unfinished business.

8. Special orders of the day.

9. General orders of the day.

After the third order of business, the Board shall commence its business where it left off at the adjournment of the previous meeting. But the regular order of business may at any time be suspended by a vote of two thirds of the members present.

SIXTH. All resolutions shall be presented in writing, with the name of the mover ; when so *presented*, they shall be read, but shall not be *considered* until seconded ; and papers presented

shall be endorsed with a brief statement of the subject matter.

SEVENTH. Motions to refer, to lay on the table, to adjourn, and for the previous question, shall always be in order, and except the motion to refer, shall be taken without debate. A vote of the Board, ordering the previous question, shall be taken by ayes and noes, and shall preclude further debate, but shall not cut off pending amendments, but each pending amendment shall be decided in order, and by ayes and noes, if required.

EIGHTH. No member shall withdraw from the meeting without permission from the President.

NINTH. Every member, previous to his speaking, shall rise and address himself to the President.

TENTH. When two or more members rise at one time, the President shall designate which is entitled to the floor.

ELEVENTH. No member shall speak more than twice on the same question, without leave of the Board; nor more than once until every member choosing to speak shall have spoken. Nor shall any member be allowed to speak more than ten minutes at any one time, upon any subject under consideration, unless by consent of a majority of the members present.

TWELFTH. Every member who shall be present when a question is put, shall vote for or against the same, unless excused by the Board.

THIRTEENTH. The ayes and noes upon all questions of appropriations of money, shall be called and entered upon the minutes, and, on all other occasions, at the request of any member.

FOURTEENTH. The Board may refer any matter to a Committee of the Whole, and may go into a Committee of the Whole at the pleasure of the Board.

FIFTEENTH. A motion to reconsider a vote may be made by any member at the same meeting, and shall at such meeting be finally disposed of; but no vote of reconsideration shall be taken more than once on the same question.

SIXTEENTH. These rules, except the seventh, eleventh, and thirteenth, shall be applicable to the Board when in Committee of the Whole.

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JUN 28 1956

